

ELECTRONIC PLAN SHEET SUBMITTAL CHECKLIST

Project Number: _____

PCN: _____

The Designer and their Supervisor shall review the electronic plan sheets and sign this document.

- _____ Separate .pdf files are created if the electronic plans are larger than 40 MB as follows:
 - 1. Electronic file(s) created for the plans (40 MB max size each)
 - 2. Electronic file(s) created for the cross sections (40 MB max size each)
- _____ All of the sheets are the correct size (11 x 17)
- _____ All of the sheets are in the correct order and have the correct project number, section number, sheet number, sheet title and description
- _____ All sheets match the Table of Contents, including Standard Drawings
- _____ All of the D-20 standard drawings are included in the plans. They should be the first Standards in the back.
- _____ All of the sheets are in the correct orientation (pages are not rotated or upside down)
- _____ All of the sheets are black and white (no color pages)
- _____ There are no blank sheets
- _____ The electronic distribution statement with the name of the PE, PE-#, and date is on the appropriate pages including the Standard Drawings
- _____ All the names of designers and agency approvals are listed on the corresponding line they signed on the original Title Sheet
- _____ The correct JOB # is listed on the Title Sheet

I certify I reviewed the plans and all of the above items are accurate.

Designer: _____

Date: _____

Supervisor: _____

Date: _____